

Ad Hoc Water Quality Working Group**February 16, 2010****Agenda****Desired Outcomes:**

By the end of this meeting, the Ad Hoc Water Quality Group will have:

1. Heard a summary of key points of the background material
2. Identified recommendations to advise the Council on the steps necessary to preserve water quality in Stage 4
3. Determined which Master Plan Option to explore & developed rationale to support the decision

Morning		
9:00	Convene meeting and welcome participants & guests	Joyce Fuhrmann
Plenary I Intro and organization	Welcome and review of Council Resolution 16-11440	Co-Chair
Plenary I	Review today's outcomes	Co-Chair
Plenary	Welcome Review today's agenda Create ground rules	Carmen D'Agostino Manager of Organizational Learning Montgomery College
Break Out I Fact-finding summary	Break out into Small Groups Utilize the written meeting summarizes organized by topic areas A. Planning/ Master Plan and Development review process B. Stormwater Management ESD Practices C. Construction site practices and techniques D. Ten Mile Creek condition and watershed protection Agree on 3-5 key points to present to the group	
Mid-morning	BREAK	
Plenary II Fact-Finding	Presentations from the Break Out Groups • Review of four Master Plan Options	

Ad Hoc Water Quality Working Group**February 16, 2010****Agenda**

Summaries: Reporting out and organizing of Break Outs II	<ul style="list-style-type: none"> Discuss & agree on which Master Plan Options will be explored Brainstorm ideas that supports the Master Plan Option of your group 	
Plenary II Continued	<ul style="list-style-type: none"> Review of four Master Plan Options Discuss & agree on which Master Plan Options will be explored Brainstorm ideas that describes/supports each selected Master Plan Option 	
Break Out II Actions/Options Analysis	<ul style="list-style-type: none"> Explore each brainstormed idea in detail so that it is fully developed and clearly understood Combine like ideas that are simply worded differently 	
12-12:30	LUNCH	
Afternoon		
Break Out II	<p>Activity: Assess and discuss each Master Plan Option</p> <p>Using the information brainstormed in the previous activity, small groups will complete the Impact/Effort Grid and the Force Field Analysis</p>	
Mid-afternoon	BREAK	
Plenary III Reporting Out Action/Option Analyses	Small groups present their work from the Impact/Effort grid and the Force-Field Analysis to the larger group	
Recommendations & reporting out	Consensus-building and report shaping Polling on recommendations to the Council	
	Meeting evaluation	
	Discuss next steps – Process for finalizing the Working Group's Report to the Council	
4-4:15	Meeting close	

Page3

Ad Hoc Water Quality Working Group

February 16, 2010

Agenda

Ad Hoc Water Quality Working Group
February 16, 2010
Agenda

Impact/effort Grid:

The Impact/effort grid is used when members need to sort through a variety of brainstormed ideas or options. The impact/effort grid is drawn on a sheet of flip chart paper. The potential solutions are individually discussed and placed in one of the four boxes. All items are eventually classified as being:

Category 1: Easy/Major	Items become the priority for immediate action
Category 2: Easy/Minor	Items are also implemented immediately
Category 3: Difficult/Major	Items are the subject of detailed action planning
Category 4: Difficult/Minor	Items are discarded

What's the outcome? Clearly sorted ideas emerge from a mass of random brainstormed thoughts. Grids also make the sorting process more systematic and consensual. Since everyone gets to cast votes or express opinions, the use of grids is participative and objective.

Force-Field Analysis

Force-field is a structured method of looking at the two opposing forces acting on a situation. It is used when there is a need to surface all of the factors at play in a situation, so that barriers and problems can be identified.

Force-Field Analysis clarifies the resources available and the barriers or obstacles to success. Helps groups understand where they need to focus their attentions.

Force-field is a tool for analyzing situations in order to understand the forces in play. It helps groups make more effective decisions because it lets members look at both sides. It identifies blocks and barriers that need to be solved and is valuable as a means of identifying problems that need to be solved.

Statement is written

<ul style="list-style-type: none">• Forces that help us reach the goal• Pros• Assets	<ul style="list-style-type: none">• Forces that hinder us from reaching the goal• Cons• Liabilities
<ul style="list-style-type: none">✓ Resources✓ Skills	<ul style="list-style-type: none">✓ Barriers✓ Problems✓ Deficiencies

Page6

Ad Hoc Water Quality Working Group

February 16, 2010

Agenda